

## **DATA ITEM DESCRIPTION**

**Title:** Cooperative Threat Reduction (CTR) Technical Aid (TA) Transfer of Property (TOP) Ownership and Accountability Reports

**Number:** CT-14-01

**Approval Date:** 9/24/14

**AMSC Number:** N/A

**Limitation:** N/A

**DTIC Applicable:** No

**GIDEP Applicable:** No

**Office of Primary Responsibility:**

**Applicable Forms:** N/A

### **Use/relationship:**

The Data Item Description (DID) contains formatting and content preparation instructions for the Technical Aid Property Accountability Plan (TAPAP) data product, generated by the task requirement as delineated in a contract.

The TAPAP details the tasks and reporting elements of property accountability requirements and documentation to control and maintain CTR funded equipment procurements under such a contract.

This DID is applicable to all contracts that require custodial records for procurement or construction and delivery of Contractor Acquired Property, Equipment, Materials or Services as Technical Aid to CTR Collaborative Partners as delineated in a contract.

### **Requirements:**

#### Reference Documents:

1. Transfer of Property Ownership Cover Letter (MSWord) Template
2. TOP Equipment Inventory Spreadsheet (MS Excel) Template
3. Quarterly Property Activity Report (MS Excel) Template

Format. The contractor shall follow the aforementioned reference templates.

Content. Following are the Transfer of Property Ownership Cover Letter instructions.

1. Item – Transfer of Property Ownership Cover Letter Template:
  - a) CTR Partner Country to receive TA
  - b) Unique Contractor TOP Number
  - c) CTR Contractor Name
  - d) Intermediate Consignee (as needed)
  - e) CTR Program/Project
  - f) Oversight entity (as needed)
  - g) Group/personnel/agency (ultimate consignee)
  - h) Site/Location of Ultimate Consignee

- i) Transfer date
- j) CTR Authority
  - i. Contracting Officer (KO)
  - ii. Program Manager (PM)
  - iii. Contracting Officer's Representative (COR)
  - iv. Project Officer
- k) Name and Title of Integrator Employee, Signature and Date (as needed)
- l) Name and Title of Intermediate Consignee, Signature and Date (as needed)
- m) Name and Title of Ultimate Consignee and Signature and Date
- n) Country and CTR Stamps (as needed)

## 2. Item – Equipment Inventory Spreadsheet Template

- a) Transfer of Property Number
- b) Contractor Name
- c) Contractor Point of Contact (POC)
- d) Contractor POC Phone
- e) Contractor POC Email
- f) Ultimate Consignee Name
- g) Consignee Ministry/Agency
- h) Consignee Country
- i) Consignee Location/Site
- j) CTR Program Representative/COR/KO
- k) Intermediate Consignee
- l) Intermediate Consignee POC Name
- m) DTRA/SCC-WMD Contract/Task Order Number
- n) CTR Program Name
- o) CTR Project Name
- p) Bill of Lading/Shipment Number
- q) Item Unique Identifier (IUID)
- r) Item Short Description
- s) Item Short Description (Translation as needed)
- t) Item Long Description
- u) Quantity
- v) Unit of Measure
- w) National Stock Number (NSN)
- x) Item Cost
- y) Line Cost
- z) Vendor Name
- aa) Vendor Part Number
- bb) Requisition Number
- cc) Requisition Date
- dd) Manufacturer
- ee) Manufacturer Part Number
- ff) Model Number

- gg) Serial Number
- hh) Item Condition
- ii) Item Type
  - i. E - Equipment
  - ii. C - Consumable
  - iii. S - Spares Sub Component
  - iv. F - Facility
  - v. T - Special Tool
- jj) Property Category
- kk) Useful Life (Years)
- ll) Current Depreciated Value
- mm) Export Licensing Restrictions
- nn) Export License Expiration Date
- oo) Temporary Export Number
- pp) Remarks
- qq) Inventory Date

### 3. Item – Quarterly Property Activity Report

- a) Contractor Name
- b) Period of Performance
- c) Contract/Task Order Number
- d) CTR Program Name
- e) CTR Project Name
- f) CTR Representative Name
- g) Ultimate Consignee Agency
- h) Ultimate Consignee Name
- i) Controlling Ministry
- j) Country
- k) Consignee Location/Site
- l) Bill of Lading/Shipment Number
- m) Item Unique Item Identifier
- n) Item Short Description (Name)
- o) Item Short Description (Translation as needed)
- p) Item Long Description
- q) Quantity
- r) Unit of Measure
- s) NSN
- t) Item Cost
- u) Line Cost
- v) Vendor Name
- w) Vendor Part Number
- x) Requisition Number
- y) Requisition Date
- z) Manufacturer
- aa) Manufacturer Part Number
- bb) Model Number

- cc) Serial Number
- dd) Item Condition
- ee) Item Type
  - i. E - Equipment
  - ii. C - Consumable
  - iii. S - Spares Sub Component
  - iv. F - Facility
  - v. T - Special Tool
- ff) Property Category
  - i. Government Property (GP)
  - ii. Technical Aid (TA)
- gg) Useful Life
- hh) Current Depreciated Value
- ii) Export Licensing Restrictions
- jj) Export License Expiration Date
- kk) Temporary Export Number
- ll) TOP Number
- mm) TOP Date
- nn) Equipment Condition
- oo) Disposition Date
- pp) Disposition Method
  - ii. Scrapped
  - iii. Donated
  - iv. Abandoned
  - v. Reutilized
  - vi. Non-Applicable
  - vii. Transferred
- qq) Remarks

#### 4. End of DID